



Foster Handbook

Maricopa County Animal Care and Control



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Welcome

Thank you for opening your heart and home to help us save lives and make happy “tails!”

To put it simply, fostering saves lives. Whether it’s taking an otherwise overlooked pet and personally finding them an adopter, getting a sick pet healthy enough to be adopted, or caring for underage or underweight animals during their early stages of life until they are old enough for adoption, your efforts save lives.

When you take a foster pet into your home, it is a very rewarding and challenging experience. As a Foster Parent, you are preparing a homeless pet for adoption and the best and worst part of fostering is saying good-bye. Remember that you are saving lives; take time to celebrate the successful adoptions.

We have several different foster opportunities available including Long-Term, Medical, and Behavior fosters. This Handbook will provide you with the information you need to get started.

Our History

Maricopa County Animal Care and Control was first established in the early 1950s with the sole purpose of managing stray animals and preventing disease outbreaks in the community. Over the years, the organization has drastically changed its mission and now strives to address the pet overpopulation crisis by offering adoption services, spay/neuter programs, public education and outreach efforts.

Our foster program helps save lives by allowing us to provide specialized care for dogs and cats of all ages and conditions. Since it first began, our foster program has grown to provide alternative outlets and life-saving strategies for old, sick, injured, underweight, and behaviorally challenged dogs and cats. Each of our different foster programs is developed to set you up for success and some areas may require additional training. We are excited to have you as part of our team and look forward to working with you!



MCACC Mission Statement

Our Mission

Working together to serve the animals and people of Maricopa County.

Our Vision

We envision a community in which all pets are part of a family, provided with compassionate care and companionship. We strive to be an innovative and trusted resource for the community.

Locations and Hours of Operation

West Valley Animal Care Center

2500 S. 27th Ave, Phoenix, AZ 85009

East Valley Animal Care Center (currently closed)

2630 W. Rio Salado Pkwy, Mesa, AZ 85201

Lost pet recovery, stray pet intake, licensing, rabies vaccinations and microchip services

Monday – Friday 9AM – 6PM

Saturday – Sunday 9AM – 5PM

Adoptions

Monday – Friday 11AM – 6PM

Saturday – Sunday 11AM – 5PM

**Hours and locations subject to change on holidays and special circumstances*

Stay Informed

Contact our Foster Coordinators and visit our websites and social media platforms for additional and up-to-date information:

Foster Coordinators Office Phones: 602-372-1158

Foster Coordinators Email: ACCFoster@maricopa.gov

Emergency Medical Concerns Contact: Kristen Brooks, accclinic@maricopa.gov 602-506-2741

Outreach Program Manager: Samantha Wessel, Samantha.Wessel@maricopa.gov 602-506-6276

MCACC Adoptable Pets website: <https://apps.mcdot.maricopa.gov/AdoptablePets>

MCACC Phone: 602-506-7387(PETS)

MCACC Website: <https://www.maricopa.gov/pets>

MCACC Foster Information Page: <https://www.maricopa.gov/296/Foster>

MCACC Foster Facebook Group: www.facebook.com/groups/mcaccvolunteerfosters/

MCACC Foster Instagram: @mcacc_fosters

MCACC Facebook Page: <https://www.facebook.com/MaricopaCountyAnimalCareandControl>

MCACC Twitter: @MCAnimalCare

MCACC Instagram: @MCAnimalCare

Maricopa County YouTube: <https://www.youtube.com/channel/UCZKASNi4Nm27rw3gfUljEKA>



General Guidelines and Best Practices

Each of the guidelines and best practices listed below is supported by a Maricopa County or MCACC department policy. For more information on County or department policies, please contact the Alternative Placement Team.

Definition of a Foster Parent

At MCACC, a Foster Parent is an individual who, without compensation or expectation of compensation, willingly assumes the care of MCACC shelter pets for a specified period of time with the intention of ultimately getting the animal adopted. Being a Foster Parent can also include fostering animals that may need more time away from the shelter environment before becoming adoptable, such as helping an injured and/or medical animal to recover in a home, animals that need additional socialization, and pregnant animals that will need care for their litters. Animals in the care of their Foster Parent remain the property of MCACC until the completed MCACC adoption packet has been returned.

Foster Housekeeping Basics

Below is a collection of important policies and processes that apply to all MCACC fosters.

Activities and Events

MCACC schedules and plans activities and events (both on-site and off-site) for adoptions, awareness, and other outreach initiatives. All activities and events, either on the MCACC premises or as represented as MCACC in the public, must be coordinated and approved by MCACC management. Unscheduled or impromptu activities or events will not be supported or endorsed by MCACC. For more information, visit: <https://www.maricopa.gov/5394/Group-Events>.

Adopting a Shelter Pet

Fosters may (and are encouraged to) adopt from the shelter just as the public (with no expectation of reduced fees or privileges). Adoption is contingent upon the foster meeting the adoption guidelines and payment of all applicable fees.

Age Restrictions

The primary individual responsible for the foster pet in the home must be at least 18 years old. Many of our animals may have restrictions on placement in homes with small children. As a foster, you must be honest and forthcoming with your Foster Coordinator regarding any minors living in or visiting the home to ensure the safety of your family and your foster pet.

Alcohol & Drug Free Facility

MCACC strictly forbids any alcohol or drug use, or being under the influence of drugs or alcohol, on MCACC property while conducting foster-related business, including but not limited to picking up a foster pet and turning in adoption paperwork. MCACC also does not allow any abuse of prescription or over-the-counter medication on MCACC property as a foster.

County Property

The equipment and facilities of MCACC are to be used only for the benefit of MCACC. Personal use of MCACC equipment is not allowed. Employees, volunteers, and fosters are expected to exercise appropriate care for furniture, supplies, and equipment at MCACC.

In the event of damage, theft, or sabotage to property of MCACC, its animals, or any employee, volunteer or foster, MCACC reserves the right to ask you to assist and cooperate in necessary investigations. In addition, MCACC reserves the right to conduct routine inspections of all areas on

MCACC's premises, including lockers. Personal belongings located on the property of MCACC may be subject to search.

You may not use County or MCACC insignias, logos, photographs, or any other County intellectual property ("County Intellectual Property") without the express, written consent of the County. In no event shall you use County Intellectual Property in a way that misrepresents or causes confusion as to the source of the use or in a manner that passes yourself off as part of the County or MCACC organization. Upon discovery of such use, MCACC will ask that you cease such use immediately. Failure to do so may result in ending your foster agreement and any further action necessary to stop the infringing use of County Intellectual Property.

This policy extends to all items received through in-kind donations from volunteers, fosters, and members of the public, which are considered MCACC property upon donation.

Donations

MCACC is extremely grateful for the generous support of our community members to provide much-needed items for our organization. Sometimes special circumstances, like limited storage space and safety considerations, may hinder our ability to accept certain items. Before soliciting or accepting donations on behalf of MCACC, confirm those items are needed and receive approval from a shelter supervisor or manager.

Euthanasia

As a municipal organization, MCACC is tasked with protecting the health and safety of the people, pets, and animals in our community. MCACC considers euthanasia to be the last resort and attempts, when safe, to find an appropriate home or New Hope Partner for each of the over 27,000 cats and dogs that come through our doors each year. Thanks to many life-saving programs, our organization is proud to have a save rate of 95% or higher since 2018 for the animals that find their way to our shelter.

As a foster, you may be exposed to animals facing euthanasia, even though you will never have to witness it. Whether or not you personally agree with the practice, this is a day-to-day reality at the shelter. Despite your personal feelings on this issue, please be considerate – our staff deals with the administration of euthanasia and its after-effects daily.

Good Housekeeping

MCACC is proud of the cleanliness of our facility. Please help preserve our standard of good housekeeping by maintaining all work areas in a clean and orderly manner. If there is an area of concern, please direct the concern to the Foster Coordinator or a member of management for appropriate follow-up.

Open Door Policy

MCACC believes in an open-door communication policy. You are encouraged to bring your foster-, policy-, or procedure-related issues or concerns to the attention of your Foster Coordinator or a member of MCACC management at any time.

Parking

MCACC is not liable for theft or damage to your personal vehicle while you are visiting the shelter. We advise you to keep your doors locked and bring all valuable items with you or leave them at home.

Family & Friends on MCACC Campus

Family, including minor children, and friends of fosters are not allowed beyond MCACC areas of public access. We understand the importance of ensuring that your new foster pet will be the right fit for your family, and we recommend your household members come to the shelter to meet the foster pet prior to completing the paperwork.

Personal Pets on MCACC Campus

Due to the high-stress environment of an animal shelter, MCACC does not allow fosters to bring their personally-owned animals onto MCACC campus unless specifically for the purpose of introducing your owned dog to one of our shelter dogs. We do not introduce dogs to cats or cats to cats and personal pets are not allowed in the kennel buildings. We recommend you bring a second adult to the shelter for any dog-dog introductions.

Tobacco on MCACC Campus

All Maricopa County facilities are tobacco-free properties, including both animal care centers. Use of tobacco products (including smokeless tobacco, e-cigarettes, tobacco vapors, etc.) is not permitted in any County building. Smoking is not allowed on-property nor within 20 feet of entrances/exits to buildings.

Foster Hours

MCACC has recently moved to appointment-based services, including adoptions and fostering. With an appointment, Fosters are permitted in the shelter during regular operating hours. To make an appointment to foster, please send your request via email to ACCFoster@maricopa.gov and you will receive a confirmation for your appointment date and time. NOTE: An appointment is also required for any foster pick-up outside of regular adoption hours.

Foster Safety

Safety is of the utmost importance at MCACC. Please read the following guidelines to know how and where to report and/or respond to safety issues or concerns. The animals in our care depend on all of us – please report to shelter staff immediately any observations of concern, such as signs of illness or untreated wounds, or behavioral issues, so they may be addressed.

Animal Bites

Per state law, whenever an animal tooth breaks skin, it is considered a bite. You are required to report all bites, regardless of how minor the injury. Failure to report a bite, whether the bite happened to you or you witnessed the bite, could result in the ending of your foster agreement.

If you witness or sustain a bite, first address any first aid needs, including cleaning the bite wound thoroughly, or if necessary, seeking emergency medical assistance. Then immediately report the bite to your Foster Coordinator and fill out an incident report (see appendix) with your contact information and all details surrounding the bite, including what activity you (or the person you witnessed) were doing with the animal and the animal's body language immediately before the bite occurred. Please note, treatment for injuries to animals and humans should be sought and paid for by the Foster; no medical/veterinarian bills will be paid up front by the County.

Animal bites can occur for many reasons and do not necessarily reflect poorly on that animal's behavior. If we have all the relevant information, we will be better prepared to handle the situation in the best interest of the animal and our community.

Fire & Emergencies

Familiarize yourself with the location of fire evacuation routes that you could use to leave the shelter in the event of fire or emergency. Please make every effort to guard against fire hazards. In the event of an emergency elsewhere in the facility, you will receive directions on what to do (evacuate, lock-down, etc.).

Inclement Weather

Great value is placed on punctuality and reliability, but in the event of inclement weather, MCACC does not expect fosters to come to the shelter when doing so endangers their personal safety. Please remember to contact the Foster Coordinator if you will not be able to make a scheduled appointment.

Inmate Policy

MCACC periodically contracts with local Department of Corrections programs to utilize inmates to assist with morning cleaning at both shelter facilities. Inmates are usually on-site at the shelter from about 6 am until 11 am each day and help with sanitizing and deep cleaning every outside kennel. They may also assist with other tasks at either shelter including laundry, feeding, or various special projects. Shelter staff is responsible for managing inmates while at the shelter.

If you are on shelter property during these hours, the following guidelines for interacting with inmates apply:

1. Always treat inmates with respect and in a professional manner.
2. No physical contact at any time.
3. Do not accept any items from the inmates and do not give them anything above the requirements of their job.
4. Do not take any photos of, or near, inmates.
5. Do not share your personal life with inmates. Do not share your cell phone number, email, or address with inmates.
6. If you witness any concerning behaviors, please report it to a staff member immediately. Do not attempt to address it with the inmate directly.

If at any time, you witness or are a part of a violation of this Inmate Policy, please report to shelter staff immediately. Do not attempt to solve conflicts between inmates or attempt to direct inmates on their job duties. All instructions to inmates must come from MCACC or Correctional staff.

MCACC Buildings/Security Systems Access

You may be given access to non-public areas of MCACC buildings and security systems for assignments relating to your foster work. This access is restricted to your use only and is not to be shared with others without prior authorization. If a foster provides any unauthorized person access to any MCACC building or security system, it may result in the ending of their foster agreement.

Receiving Area

You must not enter the receiving area where trucks unload stray animals or the “bubble” where animal intake occurs, unless accompanied by MCACC staff. This is for your safety and the safety of our animals. If you are unsure where these areas are, please contact the Foster Coordinator or a member of management.

Safety

An effective safety program requires the full cooperation of all employees, volunteers, and fosters. For that reason, everyone is expected to exercise care for their own safety and that of fellow workers by observing all safety rules. Fosters may be required to use safety and personal protective equipment (PPE) during animal interactions.

If you see an unsafe condition, it is imperative that you immediately report it to the Foster Coordinator or a member of management as soon as possible. If you are ever directed to take an action that you believe to be unsafe, you should immediately report the incident to the Foster Coordinator or a member of management. Questions or comments regarding safety issues should be discussed with the Foster Coordinator or a member of management.



Violence Prevention & Weapons

To ensure a harmonious, safe and healthy workplace and to minimize the opportunity for violence, MCACC has adopted a "zero tolerance" policy toward workplace violence. Any and all acts of intimidation, threats (even if apparently facetious), possession of lethal weapons, or acts of violence will be considered a Serious Infraction. These acts will be referred to legal authorities when appropriate. A threat, threatening behavior, or any other act of aggression by an employee, volunteer, or foster while they are onsite or off-site on official MCACC business is a violation of this policy. Fosters should report any knowledge of a direct, or indirect, threat made toward themselves, another foster, a volunteer, an employee, or a visitor. Confidential reports can be made to the Foster Coordinator, the Director, or the first available member of management.

If you encounter a member of the public that you suspect is potentially dangerous or hostile:

- Immediately alert the Foster Coordinator, a supervisor, or other staff member to the situation
- Do not risk harm to yourself
- You should not take any action that might put yourself or others in danger

MCACC does not allow weapons, including concealed handguns or other weapons (to include knives with blades longer than three inches), to be carried onto its property. Possession of any deadly weapons anywhere on the campus of MCACC is strictly prohibited and may result in immediate removal from the foster program.

Workplace Injuries

Every injury on MCACC shelter property, no matter how slight, must be reported immediately to the Foster Coordinator or a member of MCACC management. Even seemingly minor injuries can result in serious complications if proper medical attention is not obtained. If you are injured onsite while fostering with MCACC, it is your responsibility to report the accident immediately, and you may be required to complete MCACC's incident report (see appendix).

Zoonotic Disease

Zoonotic diseases are diseases caused by infectious agents that can be transmitted between animals and humans. You should not let this section alarm you, but rather remind you that your foster pets come from a hospital-like environment where these organisms often exist.

The most effective means of preventing zoonosis is to:

- Wash your hands frequently with antibacterial soap, especially after handling any animal and prior to eating or drinking.
- Wear gloves when cleaning (especially when cleaning up waste and litter).
- Immediately disinfect scratches and bite wounds.
- Let your physician know that you work closely with shelter animals.

Just as you can catch illnesses from dogs and cats, you can also unknowingly carry illnesses home to your pets. The most effective means of preventing the spread of illness to your pets (or from your pets to our shelter animals) are to:

- Make sure that your own animals have all their vaccinations up to date. Let your veterinarian know that you are bringing shelter animals into your home.
- Quarantine your foster pet from your owned pets for at least two weeks.



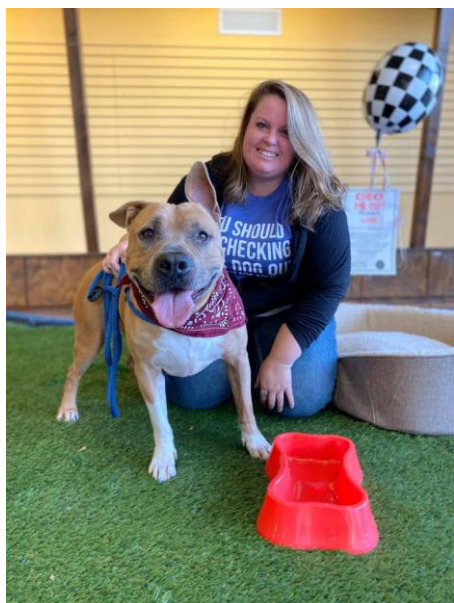
Foster Responsibilities

Our fosters, like our volunteers, are part of the MCACC team and therefore we uphold you to similar standards as our shelter employees.

Code of Conduct

As a foster of MCACC, you are representing Maricopa County any time you interact with people and animals, even outside of your foster duties. We ask that you are polite and courteous when interacting with visitors to the shelter and potential adopters. We also ask that you treat all employees, volunteers, and other fosters with respect, dignity, and compassion. Further, treat all animals in a humane and safe manner and report any instances of inhumane conduct to a manager. Do not wear county T-shirts, emblems, or name badges while drinking or engaging in any questionable or illegal activities, both on-site and off-site.

Disrespectful or unprofessional behavior, harassment, discrimination, retaliation, threats, disparaging remarks, and discriminatory or vulgar language will not be tolerated. This code of conduct applies to online and/or written material as well as personal interactions with staff, volunteers, other fosters, and members of the public.



Communication with the News Media

The Public Information Officer is responsible for all media relations for MCACC. This includes disseminating all press releases and handling all press inquiries. Only the Public Information Officer and/or the Director are authorized to give verbal or written public statements on behalf of MCACC.

To that end, if you receive an inquiry from a representative of the media inquiring about MCACC and/or recent events at MCACC, you should promptly refer the inquiry to the Public Information Officer (602-506-3471). Do not contact or speak with the media on behalf of MCACC without express permission from the MCACC Public Information Officer or Director.

Confidential Information

Fosters are not allowed to share any confidential information they may encounter while fostering for MCACC, unless required by law or approved by the Director. Confidential Information includes personal identifying details (names, phone numbers, addresses, email addresses, etc.) of staff, volunteers, fosters, adopters, previous animal owners, DO NOT ADOPT lists, and animal rescue organizations. Confidential Information may also include an individual's credit card numbers, social security numbers, medical history, family member's information, or other personal characteristics.

Fosters are expected to exercise care not to disclose Confidential Information unintentionally, by indiscreet conversation, or by careless handling of Confidential Information. Fosters may not use County property to access Confidential Information for anything other than business needs as identified by MCACC. This prohibits accessing and/or using Confidential Information with the intent to contact or meet individuals, including adopters, rescue partners, staff, volunteers, fosters, or members of the public. Any foster who purposely, or through failure to exercise reasonable care, causes Confidential Information to be improperly disclosed or used, may be released from the foster program.

Conflict of Interest

A conflict of interest refers to a situation where an individual has competing personal or professional obligations and/or interests that would negatively impact their ability to fulfill their MCACC foster duties fairly and ethically. Any suspected conflict of interest, real or perceived, must be reported to the Foster Coordinator within 24-48 hours of the conflict being realized or identified. In some instances, this may result in alternate foster assignments to avoid the appearance of, or actual, impropriety.

Conflict Resolution

MCACC welcomes and values fosters and has an open-door policy for fosters to raise their concerns without fear of reprisal or discrimination. All fosters are encouraged to contact their Foster Coordinator to raise any concerns or questions. When disputes or misunderstandings occur, the circumstances will be reviewed and considered by the Foster Coordinator. The Foster Coordinator will often meet with fosters to work together to find an acceptable solution or an appropriate compromise to the issue. The goal is to have a positive and collaborative environment for staff, volunteers, and fosters to do their best work.

If a foster has a direct conflict with the Foster Coordinator or Shelter Manager concerning issues of reprisal, harassment or discrimination, they may contact the Deputy Director at 602-506-5100 or the Director at 602-506-2766.

Corrective Action

MCACC reserves the right to end any relationships between a foster and MCACC at any time, with or without notice or explanation. Failure to comply with this Handbook, MCACC guidelines, policies, and procedures may result in removal from the foster program. Released fosters are not permitted entry to MCACC beyond areas of public access.

Although the goal is that with proper training and support, there will never be a need to address inappropriate behavior or conduct, it is important to outline MCACC's corrective action process for fosters in the event such issues need to be addressed. To accomplish this goal, everyone must hold themselves to certain standards of conduct and behavior. In order to ensure everyone is informed of those standards and possible consequences for inappropriate conduct, the following outline is provided:

Zero Tolerance Actions – Immediate Cancellation of the Foster Agreement with MCACC:

- Animal cruelty/abuse, including kicking or hitting an animal
- Insubordination
- Fighting or threats of violence
- Intoxication/under the influence (no drug or alcohol use permitted)
- Harassment of any kind, including sexual harassment and/or inappropriate sexual behavior
- Improper use or disclosure of confidential information stored by MCACC
- Theft and/or intentionally damaging property
- Using and/or duplicating building and/or office keys without written authorization
- Failure to immediately (or as soon as possible) report a bite or other injury
- Carrying and/or bringing weapons on to the property
- Unauthorized access to County property (including access outside of shelter operating hours)
- Violation of the Dept. of Corrections Inmate Policy provided by MCACC

Other issues involving the failure to comply with rules, guidelines and expectations are categorized into two levels: **Minor Infraction** and **Serious Infraction**.

- A Minor Infraction, as determined by the Foster Coordinator, may result in a documented discussion. Although not an inclusive list, examples may include: not responding to MCACC communication attempts when you have a foster pet assigned to you, correctable mistakes, a simple or reasonable misunderstanding, complaints from the public, staff, other fosters, or volunteers regarding discourteous, disrespectful, or problematic interactions or communications, etc.
- A Serious Infraction, as determined by the Foster Coordinator, may result in a documented discussion, a break in service for a period as set by the Foster Coordinator, or termination of the foster agreement with MCACC.
 - If a break in service is directed, the foster will be advised in writing that if/when the foster chooses to return, he/she will contact the Foster Coordinator prior to resuming foster service.

- Examples of a Serious Infraction that may justify the termination of a foster agreement include, but are not limited to: behavior described under the Zero Tolerance Section, endangering the safety of others (animals and people), failure to adhere to MCACC guidelines, policies and procedures, efforts to disrupt the operations of MCACC, repeated “minor issues” where attempts to correct the issue or issues have been ineffective.

Dress Code

Fosters are asked to dress appropriately when coming to the shelter to pick up a foster pet to protect your safety and the safety of our animals. This includes wearing closed-toe, closed-back shoes and long pants, especially if meeting larger dogs or walking the kennels. When out in the community showcasing your foster pet, remember that you are acting as a representative of MCACC. We ask you to please dress modestly and safely, wearing secure comfortable footwear and non-restrictive clothing, and help us model safe animal handling behaviors. Please see the Foster Coordinator with any dress code questions.

Maintaining Active Foster Status

Active fosters are those who regularly foster animals either as day-, short-term, and/or long-term; foster status can also be maintained by keeping active with MCACC communications and attending a minimum of one Foster meeting every six (6) months.

If a foster is unable to regularly meet the requirements, the individual may be asked to meet with the Foster Coordinator to determine the extent of their commitment to fostering at MCACC.

Resignation Procedure

Upon leaving the MCACC foster program, for whatever reason, please inform the Foster Coordinator and return any County items and property you have received while fostering, including kennels, beds, toys, bowls, etc. This notification enables us to keep our records up to date and further improve the Foster Program.

If six (6) months pass without taking a foster pet from MCACC or participating in an MCACC Foster meeting, your foster status will be changed to inactive and the Foster Coordinator will assume you have resigned your foster position. You may be contacted and asked to return to the shelter any county items that have been issued to you as a foster.

Reinstatement Process

Fosters interested in returning to the program after their record has become inactive will follow one of the following processes depending on the length of absence. Individuals who have not been an active Foster for twelve (12) months or longer will need to submit a new foster application and go through the foster approval process.

If the individual wishes to return to fostering within six-to-twelve months of their last date of active foster service, they must contact the Foster Coordinator prior to resuming their foster responsibilities. Upon approval from the Foster Coordinator, inactive fosters may be reinstated within less than twelve months of their last date of service without submitting a new foster application. However, additional



information and trainings may be required. Requests for reinstatement may be declined depending on the circumstances of the foster's absence and/or the needs of the shelter.

Responding to Questions or Requests for Unauthorized Tasks

As a foster, you will receive many questions from the public. To keep from giving out misinformation or completing a task improperly, please direct the public to a staff member (if you are at the shelter) or our website (if you are in the community). An example of a response to a question or task you are unfamiliar with: *"I'm not sure, but let me find someone who can help you,"* and then introduce them to a staff member who can assist. As a foster, you are not allowed to give medical or legal advice to the public.

Separation from the Foster Program

MCACC reserves the right to end any relationships between a foster and MCACC with or without notice or explanation. Released fosters are not permitted entry to MCACC beyond areas of public access. Failure to comply with MCACC guidelines, policies, and procedures may result in removal from the foster program.

MCACC has an obligation to the animals in our care, to the staff, the general public, and our community to uphold the highest standards and integrity regarding our operations and animal care. Any behavior that is detrimental to that integrity, such as, but not limited to: the mistreatment of the animals, alcohol or drug abuse, insubordination, misrepresentation of MCACC and other animal welfare organizations to customers, misconduct, property theft, failure to adhere to policies and procedures, ill-treatment of staff, volunteers, fosters, or customers, and improper usage of equipment, may conclude in separation of a foster position held at MCACC.

Social Media

MCACC fosters are encouraged to use social media to share their foster experience, especially your adoptable fosters! Before posting about MCACC online, be sure that you are not revealing any Confidential Information (see above). Any personal comments made on private or public pages should be clearly identified as personal comments, using a phrase such as *"This is my personal opinion and does not necessarily represent the views of MCACC."*

When sharing adoptable animals on social media sites, please include the animal's ID number to increase the likelihood of an adoption. By turning the animal ID number into a searchable hashtag, individuals will be able to locate other public posts related to that animal. To create a searchable hashtag, simply put "#" before the "A" number, for example: #A1234567.

Foster Opportunities

As a Foster, you may have the opportunity to bring cats and dogs of all ages and sizes into your home. The availability of foster pets depends heavily on our intake each day. Below are the different types of opportunities that may be available to you. The foster opportunities are listed in their order of availability. Note: New foster parents are **limited to one adult foster** at a time from any animal welfare organization.



Day Foster

Think of this as a doggy field trip! Give a dog a break from the shelter for a few hours and go for a hike, out to lunch, or just hang out at home. For everyone's safety, Day Foster dogs may not be introduced to personal pets and may not go to dog parks or other off-leash areas. If interested in Day Fostering, please complete the Foster application process and once approved, you may sign-up for Day Foster opportunities via Sign-up Genius as they become available. Note: Active MCACC Volunteers will have to complete the Foster application process as well to become an approved Foster for Day Fostering or any of the other foster opportunities. You can find a list of eligible Day Fosters on the [Available Foster Google List](#).

Short-Term Foster/Long-Term Foster

Short-Term Foster commitments of up to two weeks provide our adoptable shelter pets the opportunity to spend some time in a home so that we can learn a little more about them! The knowledge you share on your short-term foster pet allows us to get a better idea of what type of family would be best. Our Long-Term Foster option expands on this opportunity to learn more about the animal while you provide a loving home environment until the pet finds its new forever home, which may be longer than two weeks. We ask our Short-Term Fosters and Long-Term Fosters families to market their foster pets and meet with potential adopters while the pet is in the home. MCACC staff can assist with any dog-dog introductions as needed during the adoption process. Ideally, every foster pet would be adopted prior to the end of the fostering commitment.

Kittens and Puppies

Occasionally, a concerned citizen will turn in orphaned, underage kittens or puppies or a momma who just gave birth. Care of these young animals typically requires a 4-to-8-week commitment and may require around the clock care, depending on their age and condition. This can be a rewarding opportunity that may require some additional training.



Medical Fostering

Animals with medical needs that can be addressed by our shelter veterinarians may require some quiet time to heal in a foster home. Depending on the animal's needs, fosters may be asked to commit a few days up to several months of quality care for the animal, including attending follow-up appointments at the shelter. Examples of some of our most common medical needs are post-operative care; upper respiratory infections; ringworm, heartworm, or other parasitic treatments; broken bones, wounds, or other injuries; and general monitoring for decline in condition. Some medical conditions may require additional training.

Behavior Fostering

The shelter environment is very stressful and some of our pets are less prepared for coping with all the changes than others. Animals eligible for Behavior Foster often require a special behavior modification protocol to increase the animal's socialization, manners, and basic skills. Taking on a Behavior Foster can also give us information needed for finding the right home for the animal. This opportunity often requires close cooperation with our Behavior Team, in addition to the Foster Coordinator, and may require additional training.

Preparing for a Foster Pet

Before signing up to be a Foster with MCACC, make sure your family and your home are ready for the additional commitment. The following items will help you prepare for your foster pet.

Pet-Proof Your Home

New pets are very curious in their new homes and often, we don't know how an animal will react in a home environment until you take them home. Put away easy access items like house plants, shoes, loose wires, and open trash cans. Be sure you have a safe and secure way to quarantine the foster pet from your own pets and repair any holes in fencing to prevent the pet from escaping. MCACC is not responsible for any property damage caused by the foster pet while in your home.

Check with Your Veterinarian

Are your pets current on their vaccinations or are there any medical concerns you should be aware of before bringing a shelter pet into your home? Your veterinarian is the best resource for preparing your pets for living with a new shelter family member. Foster pets may or may not be surgically sterilized when they come into your home. Unaltered foster pets may not be placed into a home with other unaltered animals.

Get the Support You Need

Family dynamics change substantially when a new pet comes into the home. Make sure you have the support of all the individuals living in your home and confirm how each member of the household will contribute to the animal's care. Be sure to share any important restrictions or protocols with the entire household to protect everyone's safety. If you rent, inform and receive consent from your landlord before committing to a foster pet.

Learn About Pet Care

Ask lots of questions and read up on feeding, grooming, and activity levels for the particular breed-type or age of the animal you will be taking. Inform yourself of symptoms that indicate the pet may need veterinary attention and familiarize yourself with the location of your nearest emergency veterinarian. See Appendix for a list of resources to help you prepare to care for your new foster pet.

Verify Your Financial Situation

Although MCACC can usually provide food and other supplies for your foster pet, you may need or want to provide additional supplies. We cannot guarantee that certain brands or types of food or treats will be available, and many fosters have a preference on the type of food their foster eats. Our Veterinary Team can provide limited medical care for foster pets, but if an emergency arises when our clinic is not open, you must be prepared to take your foster pet to a veterinarian at your own expense.

Recognize Your Limits

Fostering a shelter pet requires a great deal of time and can be both emotionally and physically taxing. Some animals require more care than others and may be less adaptable to your situation. Figure out what your availability and limitations are and stick to those. We all can help in a unique way; we just need to find out what that is!



Choosing Your Foster Pet

The animals available for foster changes daily, with some animals needing a more urgent outlet than others. We want you to be able to help homeless animals in the most efficient way possible, so we have developed the following process to get to know your foster interests. Once you have been matched with a pet to foster, your Foster Coordinator will provide you with a foster tracking sheet, kennel card, medical and behavior history, and an adoption packet.

For Day Fostering

MCACC offers a Day Fostering option to help our shelter dogs get a break from the shelter environment and spend some quality time with our foster parents for the day. Day Fostering is only a day-

long commitment to provide companionship and enrichment to our pups outside of the shelter. Use the [Eligible for Foster Google Sheet](#) to select the dog you would like to take and put their A# and name in the comment box when you sign-up for your Day Foster spot on the Sign-up Genius.

For Short-Term Dog Foster Opportunities

MCACC often has several large dogs available for Short-Term Foster and/or Long-Term Foster at any given time. These dogs are adoptable in the shelter and typically require a minimum two-week commitment or until adopted.

The Foster Coordinator maintains a live Google Sheets list of all the dogs in the shelter that fit into these criteria. To view the dogs available for Short-Term Foster (currently only at the West Shelter) visit: [Available for Foster-Dogs.](#)

Note: You do not need to fill out the foster survey below to take one of these foster pets.

We encourage the entire family, including any existing dogs, to come down and meet your new foster dog at the shelter before you bring him/her home.

For All Other Dog Fostering Opportunities

Medical, behavior, and puppy foster opportunities are not always readily available. If you are interested in these opportunities, please join our Waiting List to let us know when you will be available and which opportunity you are interested. The survey will also ask when you will be available to take one of these pets into your home, should one become available during your time frame.

Once you have completed the survey, you will automatically be added to the Waiting List and will receive an email notification when an animal becomes available that meets your criteria. Due to the nature of the needs of animals in these other foster opportunities, foster pets will be assigned first-come first-served, as long as the responding foster is a good fit for the dog's specific needs.

Dog Foster Waiting List: <https://forms.gle/48WF5q7WBYSwStnj9>

You will need to fill out the Waiting List survey every time you are interested in taking one of these special cases, including after your foster pet has been adopted or returned to the shelter.

For Cat Fostering

Most of our cat foster opportunities are young, orphaned kittens and moms with litters. Occasionally, we will have a cat that needs foster placement due to medical or behavior concerns. If you are interested in these opportunities, please join our Waiting List to let us know when you will be available and in which opportunities you are interested. The survey will also ask when you will be available to take one of these pets into your home, should one become available during your time frame.

Once you have completed the survey, you will automatically be added to the Waiting List and will receive an email notification when an animal becomes available that meets your criteria. Due to the nature of the needs of animals in these other foster opportunities, foster pets will be assigned first-come first-served, as long as the responding foster is a good fit for the cat's specific needs.

Cat Foster Waiting List: <https://forms.gle/AXnNcngHm6rUv8XU8>

Bringing Your Foster Pet Home

Bringing a new foster pet home is an exciting and nerve-wracking experience. Below are key points that will help you have a seamless transition.

Quarantine the Foster Pet

Animal shelters are like hospitals; there are germs everywhere and sometimes they come home on your new foster pet. When you bring a new foster pet home, they need to be completely separated from all of your personal pets for the first 10 days. This separation includes any dog-dog introductions and supervised play time. Not only does this 10-day quarantine keep your own pets healthier, but it allows your foster pet to become familiar with your home without the added stress of navigating animal-animal interactions.

Avoid Off-Leash Areas

Most of our foster pets are dogs, but generally all MCACC animals may not be taken to dog parks, dog day cares, boarding facilities, or other off-leash areas. Many of our dogs have unknown histories and are being placed into unfamiliar areas. When walking your foster dog around your neighborhood, be sure the animal is safely secured on leash. Your Foster Coordinator can provide you with a harness and/or collar if needed. A secure harness or collar is required to be on your foster pet at all times, including in your home.

Avoid Doggy Sleep-Overs

Foster animals may not stay with anyone that is not their approved foster without prior manager approval. This includes overnight stays at a potential adopter's home and longer-term stays at a training or boarding facility. While the pet is in foster with you, you do not want to assume any additional liability or risk if something happens. MCACC does have a 30-day return policy for all adopted dogs and cats if a family doesn't end up being a good match for the pet.



Give Your Foster Time to Decompress

Especially important for large, adult dogs who have been in the shelter for more than a few days, providing an opportunity for your new foster to slowly acclimate to their new home and destress from living in the shelter is extremely important. Some animals may require up to a week to completely decompress after leaving the shelter.

Avoid any major outings, including social gatherings, group walks, and hikes, for at least the first 48 hours the foster pet is in your home. Only allow for essential meet-

and-greets for the first week and avoid any activities that might overstimulate your foster pet (i.e. tug games, running, playing with other dogs, etc.). Engage your foster in mentally stimulating activities, but limit command training to only essential, safety-related commands.

The first 24 hours a new foster pet is in your home can be the most challenging. Provide your foster pet with their own space away from other animals and the busiest parts of the home. Ensure the foster pet always has access to this space and an opportunity to remove themselves from stressful and uncomfortable situations.

Check-In with Your Foster Coordinator

MCACC's Foster Coordinators will reach out to you periodically for an update on your foster pet. Be sure to respond timely and include any new behaviors or details you have learned about the pet since the last update. If your foster pet is adoptable, they will be listed on our adoptable pets' website and the notes you provide will increase their chances of being adopted before returning them to the shelter.

NOTE: If the Foster Coordinators do not receive an update or response from you after 3 months, then the foster pet will automatically be adopted into your name and you will no longer be allowed to foster for MCACC.

Marketing Your Foster Pet for Adoption

If you have an adoptable foster pet in your care, you will need to market the pet to hopefully get it adopted before returning the pet to the shelter. Short-term, Long-term, and Puppy/Kitten fosters typically have great success in adopting out their foster pets before they are due to return to the shelter. Here are some tips to help with marketing and the adoption process.

Reaching Out to Adopters

Adoptable foster pets will be listed on our adoptable pets' webpage with a listed location of "FOSTER." Individuals interested in adopting a pet in foster care will reach out via email or phone to the Alternative Placement Team with their name and contact information. The Foster Coordinators will then email you their contact information to share more details on the animal and set-up a time to meet the pet.

You must reach out to potential adopters within 24 hours of receiving their contact information. Quick and speedy responses will hold a potential adopter's attention longer and increase your chances of getting your foster pet adopted. Be accessible to potential adopters, too; the sooner they get to meet your foster pet, the more likely they will be to adopt!

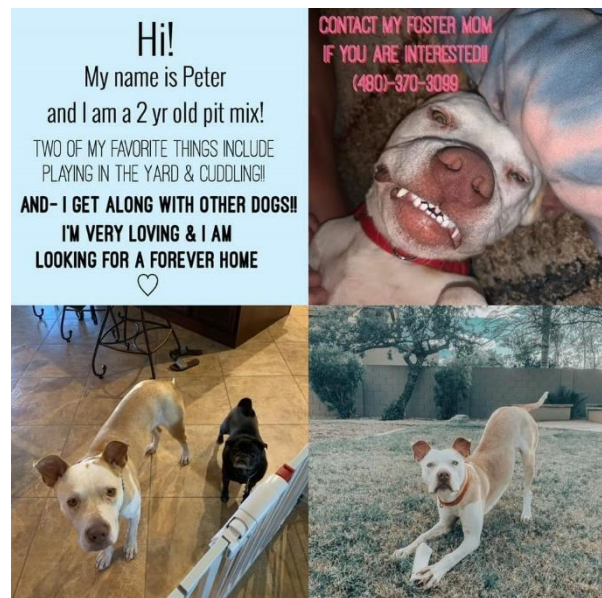
Get Your Foster in the Community

Take your adult foster dogs out on a walk, hike, or to a dog-friendly business to showcase your adoptable pet in the community. Let people know your dog is adoptable by using an “Adopt Me” bandana, harness, leash cover, or other identifiers. Be sure to always bring the foster dog’s paperwork so you can answer any questions about the dog’s history and be safe while out. Make sure your dog has a properly fitted harness or collar, avoid retractable leashes, and watch how your dog interacts with the public. If your foster seems uncomfortable in a situation or is starting to get anxious, move them away to somewhere quieter and calmer. Remember: Foster dogs may NOT go to any off-leash areas including dog parks.

Take Lots of Photos and Video

Photos and short videos (less than a minute in length) are going to be the best way for potential adopters to connect with your foster pet. The most successful images of adoptable pets are those that really draw people in, make them laugh or smile, and show the animal’s true personality. Some tips for great photos and videos:

- Feature the silly sides of your foster and be sure to highlight his/her favorite activities, toy, and treats.
- Photos with bright, natural lighting and happy, smiling faces are most likely to catch the eye of the potential adopter.
- Use a squeaker toy or treat held above the camera to get the pet’s attention focused on the camera.
- Film short videos and take photos horizontally (landscape) to make it easier to view on a variety of devices.
- Play around with all the fun settings and filters on your camera or smartphone apps.



Write a Bio

You don’t have to be a master at creative writing to market your foster pet. When writing your foster’s biography, be sure to focus on his/her best qualities! You will always have time to talk about challenges your foster pet may have once a potential adopter has reached out for more information. More tips for a fantastic pet bio:

- Mention qualities that make your foster pet unique (e.g. loves to drink from the hose, carries blanket around, etc.) or share stories about the pet.
- Be honest! While it’s important to focus on the positives, avoid inaccurate or misleading interpretations of the animal’s behavior.
- Avoid stop language and disclaimers, like “NO CATS” or “Must be only dog” with stop signs and other inflammatory messaging and symbols. Instead use positive wording and imagery (flowers, paw prints, etc.) and turn those negative phrases into more positive, inclusive messages.

Share Your Insight

Once you get a bio and some great stories about your foster dog, the next step is to share them! First, send any updated notes and photos, especially relating to behavior, to your Foster Coordinator so that we can update the animal's electronic record and share on the MCACC official social media platforms. Then share the information on your personal social networks, too! When posting on social media platforms, consider making the posts public so they can reach more people. Put together a cute flyer and ask local stores with community boards to post your flyer or feature your foster.

The Foster Pet Adoption Process

You will be given a copy of the MCACC Adoption Contract when you pick up your foster pet. Once you have found a new home for the pet, you must return the completed form and applicable adoption fees to your Foster Coordinator within 48 hours. Note: Pets may only be adopted if they are already spayed/neutered, microchipped, and vaccinated for rabies.

Adoption Fees

Your Foster Coordinator will tell you the adoption fee for your foster pet, if applicable, when you pick them up at the shelter. You may not charge an adopter a different fee from that which is set by MCACC. All shelter adoption promotions are applicable to foster pets as well, meaning that your foster pet's adoption fee may change several times during their stay in your home. Clarify your foster pet's adoption fee with your Foster Coordinator prior to completing the adoption paperwork.

Payment Options

If processing the adoption paperwork off the shelter property, adopters have the option of remitting the animal's adoption fee in cash or check. If the adopter is using a check, make it out to Maricopa County Animal Care and Control and they must write their Driver's License ID number on the check or MCACC will not be able to process the payment.

If an adopter prefers to use a credit or debit card, they must come into the shelter to process the adoption. In this situation, the adopter and foster should meet at the MCACC after scheduling an appointment with your Foster Coordinator.

Frequently Asked Questions

These are just a few of the key questions asked about our Foster Program. Please visit our website for additional resources.

Q: How can I contact the Alt Placement Team?

A: We are generally available by phone (602-372-1158) from 7:30AM – 6:00PM Monday – Friday and 6:30AM – 5:00PM Saturday – Sunday or via email: ACCFoster@maricopa.gov. After-hours inquiries will be answered the following day.

Q: How long do I need to foster?

A: There are multiple ways to foster for MCACC. Foster time periods range from a day-long field trip, a weekend getaway, or a longer-term placement until the pet gets adopted!

Q: Which dogs am I allowed to Foster?

A: You may use the [Foster Google sheet](#) to see the list of eligible dogs and select the dog you would like to take. Remember dogs with Upper Respiratory Infections are not allowed to go on Day Foster trips but are eligible for short-term foster.

Q: Can an MCACC foster dog go to dog parks, off-leash areas, or walk without being leashed?

A: No, for the safety of everyone involved, our foster dogs must remain secure and on leash at all times while out.

Q: Are foster dogs allowed to do trial stays with new families? Overnight trips, a day at the park, etc.?

A: No, your foster dog must remain in your possession at all times. You absolutely can meet with foster families at their homes, parks, or other spaces to spend time getting to know your foster pet. However, you may not leave the foster unattended with anyone who is not an approved MCACC foster.

Q: Can my MCACC foster dog be adopted while I am out with them or while they are at my house?

A: Absolutely! We will send you with their medical records and an adoption contract. If someone falls in love with them during your outing, you will complete the adoption contract, collect the adoption fee (which will be communicated to you at time of pick-up), and give them the dog along with all of the important paperwork. Adoption contracts and fees must be returned within 1 business day of the completion of the adoption. We will process the paperwork and mail the new adopters their version of the contract, license tags, and any other information they need for their new family member.

Q: If I have animals, can I foster dogs?

A: Yes! Family dogs must have a meet-and-greet with the potential foster dog to see if it's a suitable match. Keep in mind that it's always a health risk to expose your animal to other animals whether it's walking at parks, vet waiting rooms, or other common animal areas. The health risk is minimized if your animals have current vaccinations, maintain a healthy diet and lifestyle, and are not elderly or very young.



Q: Will my foster dog be healthy when I get them?

A: We cannot guarantee the health of the animals we place into foster. We recommend that foster dogs and personal dogs are kept separate for 10 days to reduce the spread of any illnesses your foster dog may have contracted while at the shelter. If you have medical concerns about your foster dog, email ACCFoster@maricopa.gov.

Q: Will my foster dog be a “normal dog” when I bring them home?

A: When you first bring a dog home from the shelter, they need time to adjust and settle into your household. This “decompression phase” usually lasts about 24-48 hours but may be longer – remember the shelter environment can be stressful to a dog, so it may take some time for them to feel comfortable in your home. Long, calm walks one-on-one, puzzle toys, and soft music may help your foster dog decompress from the shelter. We recommended that you limit introductions to new people and animals during this time.

Q: What supplies will I need to foster a dog?

A: To foster a dog with MCACC you will need basic items such as food and water dishes, dog food, a leash, and a snug collar. Many foster families have also found it very helpful to have durable toys, like Kongs and puzzle toys, a crate, a bed, and treats available for their foster pets. We may have some items that are available for our fosters, so reach out to us to see if we can help with your request.

Q: Can I show up at the shelter to take a dog for the day?

A: No, appointments are required to foster our shelter dogs, even for just a day. Please use the [Day Foster Sign-up Link](#) to schedule yourself for a Day Foster opportunity. To make an appointment to Short- or Long-Term Foster a dog, email us at ACCFoster@maricopa.gov or call 602-372-1158.

Q: How often should I feed my foster pet?

A: At the shelter, we feed our pets once a day according to the following feeding guidelines:

- X-Large dogs (90 lbs. and over) = 5 cups of adult kibble
- Large dogs (60 - 90 lbs.) = 4 cups of adult kibble
- Medium dogs (35 - 50 lbs.) = 2 cups of adult kibble
- Small dogs (5 - 30 lbs.) = ½ cup of adult kibble
- Puppies = ½ cup of puppy kibble
- Nursing mother dogs = 1.5x their serving size per weight of puppy kibble
- Large Cats (12 - 16 pounds) = 1 1/8 - 1 ¼ cups kibble
- Small Cats (4-11 pounds) = ½ - 7/8 cup kibble
- Mothers with nursing kittens = free-feed kitten kibble

We will provide you with Hill’s Science Diet food appropriate for your foster pet. It is very common for your foster dog to experience diarrhea or loose stool when moving to a new place; it should resolve within a few days of the dog getting used to the new home.

Appendix

The following forms and documents are supplied to provide supplemental information as referenced throughout the Handbook. Each document begins on a new page. If you have questions or would like to see additional information added to the Appendix, please contact the Alternative Placement Supervisor.



Maricopa County Animal Care and Control

Foster Acknowledgement



I _____, agree to act as temporary Foster Home for Maricopa County Animal Care and Control (herein known as MCACC.) I have completely read and fully understand the Maricopa County Animal Care and Control (MCACC) Foster Handbook and agree to adhere to the following rules, guidelines, and principles (*please initial next to each item*):

All animals entering foster care must have gone through MCACC protocols prior to leaving MCACC.

1. Any animal(s) fostered by me will be kept in a MCACC approved facility. I understand that any animal(s) I foster is/are the property of MCACC, and I agree to turn it/them over to MCACC immediately upon request. I agree to bring any animal(s) fostered by me to the shelter for exams, vaccinations, weight checks, or other reason deemed necessary by MCACC at a mutually agreed upon date and/or time. _____
2. I understand that I am responsible for adhering to all MCACC standards of care and applicable local and state laws dealing with animal welfare. _____
3. I agree to a premises check upon the request of MCACC which can include a visual inspection of the living quarters of all MCACC foster animals in that environment and testing for transmissible disease. _____
4. Any animal(s) fostered by me will be fed, watered, and exercised appropriately. I agree to provide an adequate and nutritious diet, including any necessary supplements, as recommended by MCACC. I also agree to abide by any instructions given by MCACC regarding the feeding of specific brands or types of supplemental food and/or nutritional supplements to my foster animals. Although MCACC will make every attempt to furnish food and/or litter for those foster care parents who are unable to afford these supplies on their own, I understand that the availability of these supplies is based on donations from the public and limited to stock on hand. I will be responsible for providing necessary supplies in the event that they are not available through MCACC. MCACC cannot and does not guarantee to be able to provide free food, litter or supplies for my foster animals. _____
5. I will not allow any foster dogs or puppies to have any unsupervised off-leash time. I understand and agree to keep a well fitted collar on my foster at all times. I also will keep my foster on a leash in public at all times. I will provide a kennel, crate and/or securely fenced yard for their safety. I will not allow foster cats or kittens to go outside at any time except to transport them to and from the shelter or to a veterinarian, if needed. I agree to transport any foster cats, kittens, puppies and small dogs in a sturdy carrier. I agree to transport any foster animal(s) in an enclosed vehicle only, and I will not allow them to ride in the bed of a pickup or a convertible. I understand that I am not permitted to take my foster dog to any dog parks. _____
6. I agree that animals will not be kept outside unless otherwise discussed and approved by MCACC. _____
7. I understand that MCACC will take every precaution to ensure that any animal(s) I foster are reasonably healthy and that any known health problems will be disclosed to me prior to my taking the animal into my home, but MCACC cannot be held responsible for any unforeseen health problem that may develop after the animal(s) is/are in my care. I understand that MCACC may require me to return my foster animal(s) to the shelter to assess or treat any health problem, at its discretion. I agree to bring my foster animal(s) in to the shelter for any required vaccinations, de-worming, or other medication prescribed and provided by MCACC at no cost to me. When the foster period is over, I will call MCACC to return the animal(s), and will do so at the agreed upon time _____

8. I understand that I am not authorized to seek outside veterinary care for MCACC foster animals without approval from MCACC staff or the MCACC foster coordination team and may be dismissed from the foster program for doing so. If I choose to treat the animal(s) at a veterinarian of my choice, I understand that I will assume full responsibility for payment of the vet bill, and that I understand and agree that MCACC will not reimburse me for any veterinary medical expense incurred for the above identified pet or for other pets in my household, and that MCACC does not have a full service veterinary hospital and cannot provide follow up veterinary care for adopted animals. MCACC is concerned about the health of the dogs and cats adopted from our facilities. However, our shelters are public impoundment facilities and we must accept all dogs and cats that are relinquished to MCACC. Stray, loose and owned dogs and cats may have undiagnosed pre-existing health conditions or may have been exposed to infectious diseases or parasites that may not become apparent for several days. Due to this possibility, MCACC recommends isolating your new pet from other pets until it is seen by your veterinarian or complimentary service veterinarian to determine if it is ready to integrate with other pets. It is recommended that you schedule an examination with a veterinarian within the first 10 days of adoption. ____
9. I agree to provide adequate, positive socialization for any animal(s) fostered by me to help ensure their temperament will be as sound as possible. I also agree, when requested, to give a progress report to MCACC. ____
10. I agree to keep my foster animal(s) separate from my own pets, and that the possibility of foster animals fighting, injuring, or spreading illness to my own pets does exist. I agree that I will keep my own pet up to date on vaccines and de-wormers according to my own veterinarian, while I am fostering any animal(s) for MCACC. I understand that if I choose to allow my foster animal(s) and my own pet(s) to have access to each other, I do so at my own risk, and will not hold MCACC liable for any illness or injury that may occur to my own pet(s). ____
11. I agree to keep MCACC animals safe from harm/illness as a result of contact with resident pets. ____
12. I understand the potential for contagious illness is high in animals. Therefore, I agree not to mix any of my foster animals or animals from more than one litter unless approved by MCACC. I also agree not to foster animals from any other organization while I am fostering for MCACC, unless granted specific approval by MCACC. ____ I understand that Foster Coordinators/ MCACC staff have the right to limit the number of animals in my care at any given time. ____
13. I assume responsibility for any events that occur in connection with my fostering of an animal for MCACC. I understand the possibility of my children or others being bitten, scratched, or contracting disease does exist. I agree to be responsible for my children and anyone else handling any animal(s) fostered by me in a safe and hygienic manner and will not hold MCACC responsible for any injuries that may result from my failure to do so. **I AGREE TO NOTIFY A MCACC REPRESENTATIVE IMMEDIATELY OF ANY BITES THAT BREAK THE SKIN** that occur to any person or animal while any foster animal is in my care. ____
14. Any animal fostered by me is to be adopted to a permanent home only under the supervision of MCACC, to an adopter approved by MCACC, even if the adopter is me or a member of my household. All adopted foster animals **MUST** be sterilized, microchipped and current on vaccinations. Completion of adoption paperwork is mandatory prior to permanent adoption. I understand that if I find a suitable home for any animal that I am fostering, all the above conditions must apply, and that the adopter must pay the adoption fee set forth by MCACC. ____
15. I understand that the Maricopa County Animal Care and Control cannot and does not make any representations or warranties, either expressed or implied concerning the temperament, habits,

health, pedigree, disposition, age, sex or background of this animal and that I have no right to a reimbursement of medical, adoption or other professional fees. Furthermore, I understand that the animal's future reactions to me, my family or any other person are completely unpredictable because animals, like people, have their own personalities. ____

16. In consideration of receiving any MCACC foster animal, I, as a foster caregiver, hereby release Maricopa County its officers, agents and employees from all claims of injury or damage that a fostered dog/cat/other may cause me or my property. I agree to hold harmless, defend and indemnify Maricopa County, its officers, contract veterinarians, agents and employees from any and all claims of liability to other persons for injuries or damage arising out of or in connection with services of this program or caused to them or their property by the animal(s) I am fostering through Maricopa County Animal Care and Control. ____
17. If for any reason, I do not comply with all provisions of this agreement, I agree to return the fostered animal to MCACC upon demand of the enforcement agent. If I refuse to return the fostered animal to MCACC upon demand of the enforcement agent, I understand that MCACC reserves the right to impound them as legal owner of the animal. ____
18. If the Foster has the animal for more than 3 months, and has not made any contact with designated staff for disposition of animal, the animal will become the Foster's and the license will be put in the Foster's name. ____
19. I acknowledge that a staff member has reviewed documented information about this animal with me and that I have received said documentation in writing. I am fostering with awareness of any documented medical or behavioral history. ____

Foster Name (Please Print): _____

Foster Signature: _____ Date: _____



Maricopa County Animal Care and Control



Release of Liability

I, _____, hereby agree to participate in a Maricopa County Foster program with the Department of Maricopa County Animal Care and Control. In doing so, I agree to comply with all of the rules, regulations, policies, and procedures of Maricopa County. I understand that failure to do so may result in immediate suspension from the program. I acknowledge that my participation is strictly on a volunteer basis, without pay or compensation of any kind, and without liability of any nature on behalf of Maricopa County Animal Care and Control.

I recognize that in the participation of this, and any Maricopa County programs, there exists a risk of injury including, but not limited to, physical harm. On behalf of myself, my heirs, personal representatives and executors, I hereby release, discharge, indemnify and hold harmless, Maricopa County, its' agents, servants, and employees from any and all claims, causes of action, or demands, of any nature or cause, including all claims arising out of the negligence of Maricopa County and any persons for whose actions Maricopa County may be held liable, and including attorney fees incurred or sustained by me in any way connected with my participation in any program for Maricopa County.

Foster Signature _____ Date _____

Film and Photographic Public Release

I hereby grant and authorize Maricopa County and its representatives the right, without any obligation to me, to take, edit, alter, copy, exhibit, publish, distribute and/or make use of any and all pictures or video taken of me to be used in and/or for any promotional materials including, but not limited to, newsletters, flyers, posters, brochures, advertisements, fundraising letters, annual reports, websites, social networking sites and other print and digital communications that they may designate.

Foster Name (Printed) _____

Foster Signature _____ Date _____



Maricopa County
Animal Care and Control

Maricopa County Animal Care and Control

Incident and Injury Report



Person Completing Report:							
Victim Name:		Victim Address:					
Phone:	Email:	City:	State:				
Incident Date:	Incident Time:	Law Enforcement Case #:	Agency (i.e. MCSO PhxPD, PhxFD)				
<p>Please circle at least one of the following injury/incident types:</p> <table><tr><td><u>Auto:</u> County Private Public (Other)</td><td><u>Property:</u> County Private Public (Other)</td><td><u>Injury:</u> Employee Volunteer Public</td><td>Other (please explain):</td></tr></table>				<u>Auto:</u> County Private Public (Other)	<u>Property:</u> County Private Public (Other)	<u>Injury:</u> Employee Volunteer Public	Other (please explain):
<u>Auto:</u> County Private Public (Other)	<u>Property:</u> County Private Public (Other)	<u>Injury:</u> Employee Volunteer Public	Other (please explain):				
Location (Exact location where incident occurred, including physical address or intersection. Use building name and where in the building if in a county facility. <input type="checkbox"/> 2500 South 27 th Avenue, Phoenix, AZ 85009 <input type="checkbox"/> 2630 Wes Rio Salado Pkwy, Mesa, AZ 85201 <input type="checkbox"/> Other							
Witnesses/Persons Involved (list all names, please print):							

Incident Description: **Who, What, Where, When, Why** (Attach pictures, witness statements, other documents. **DO NOT** use abbreviations or employee numbers)

Signature_____

Date_____



Maricopa County Animal Care and Control

Foster Procedures for Short- and Long-Term Fosterers

Thank you for opening your heart and home to help us save lives and make happy “tails” by becoming a Foster! Here are some helpful guides for how to select your foster pet as well as the process for adopting out your foster dog once you’ve found their new forever home!

How to Select a Dog for Short- or Long-Term Foster with MCACC:

1. Visit the [Dogs Available for Foster](#) link to search for dogs you are interested in fostering.
2. Once you have a dog (or a few!) picked out, email ACCFoster@maricopa.gov to schedule a day and time to come to the shelter to meet them.
3. If you would like to meet multiple dogs, when you arrive, we will give you kennel cards for each dog and ask that you meet them through their kennel first.
4. After you have narrowed it down to one/your top choices, we will take you to the yard or into the office to meet them outside of their kennels.
5. While meeting the dog(s), we will go over all the dog's medical record and behavior notes with you so that you can get a better sense of the shelter pet.
6. Once you have selected a dog to foster, we will get them fitted with a collar and leash and provide you with some additional foster supplies to help you get started as a new foster hero!
7. To confirm that you understand the dog's available medical and behavior records, you will be asked to sign the meet-and-greet report that we reviewed with you.
8. You will then be on your way with your new foster dog! We will email you periodically to request follow-ups from you so that we can promote the dog on our social media. We will also email you whenever there is a potential adopter interested in your foster dog.

NOTE: If you get an email from us about a potential adopter, please reach out to them within 24 hours. You do not have to schedule a meet and greet within 24 hours, please just make the initial contact.

How to Adopt Out your Short- or Long-Term Foster from MCACC:

1. You will be sent home with an adoption contract for your foster dog. If you need a new adoption contract, email us at ACCFoster@maricopa.gov, and we will get you a replacement copy.
2. Please process the adoption for your foster dog within 24 hours of receiving the completed contract by submitting the packet to MCACC.
3. If there is an adoption fee for your foster dog (you will be advised of any fees when you are taking your foster dog home from the shelter), there are several payment options for the adopter:
 - Cash
 - Check (with driver's license # written on the check) made out to Maricopa County Animal Care and Control.
 - NOTE: If they would like to pay by credit card, they will need to process the adoption at the shelter. Please make an appointment with us for you and the adopter to meet at the shelter.
4. If your dog is adopted during a Bissell event, the Bissell survey must be filled out by the adopter. Please email us at ACCFoster@maricopa.gov for the current Bissell survey.
5. Make sure to give the new adopter the adoption packet that we provided to you. Also, advise they have 10 days from the date of their adoption to use their free office visit with one of the veterinarians listed in the packet.
6. If there is no fee for your dog's adoption, you can email the adoption contract (and Bissell survey, if applicable) to ACCFoster@maricopa.gov. If there was an adoption fee and the adopter paid by cash or check, please bring the completed application (and Bissell survey) to the shelter.
7. The dog's license will be mailed to the adopter's Maricopa County address once we process the adoption at the shelter.